

## SEAFOM Board DRAFT Meeting Minutes

Jan 15, 2013 (4:45pm-6:30pm)

Montessori Borealis Classroom

**Present:** Catherine Fritz (President), Dayna Weiler (Vice President), Shauna Murray (Treasurer), Stephanie Kohlhasse (Secretary), Mary Jane Tenney, Chris Trostel, Lupita Alvarez – (board members); Lynette McNutt, Ursula Sfraga, Chuck Burnham, Annabelle Rondeau, and Thea Howard.

1. **Establish Quorum:** Met
2. **Review Minutes from October 2, 2012 Meeting:** Approved without changes.
3. **Membership update:** Stephanie reporting 43 members to date. All members with updated email addresses were sent the October 2012 DRAFT Meeting Minutes via email and invited to attend the January 2013 Meeting. Minutes will also be sent to the Site Council members via its group, email address (mbp.sitecouncil@juneauschools.org).
4. **Treasurer's Report:** Shauna reviewed recent expenses and revenues. A Profit and Loss Statement was presented for the 2012 annual year. 1099's were completed for 2012 with the contracted services in the school.
  - A. Charitable contributions from gaming revenue report: SEAFOM has received 1<sup>st</sup>-3<sup>rd</sup> quarter so far. 4<sup>th</sup> quarter earnings will arrive in April 2013. SEAFOM's share of the 2013 partnership with JMS will be 35%. JMS receives 65% of the profits. SEAFOM's current, anticipated earnings are \$60,000 total for 2012, which is the amount estimated in the operating budget.
  - B. Status of eScrip account: Is there interest from someone at Montessori Borealis Site Council to manage and promote this fund? Site Council representatives will look into this further.
  - C. Status of scholarship requests from JMS: SEAFOM is currently providing Kindergarten scholarships for 6 kindergarten families.
  - D. Grocery Receipt Program: Thea Howard (Site Council President) reporting that she has been trying to contact the new owners of IGA grocers to ask if they would continue their receipt program. Mary Jane will ask Nadja Anderson to follow up with the manager, Jeremy, since Nadja was our liaison from the former A&P program.
  - E. Teacher Development: Chris Trostel proposed that the \$2500 budgeted amount for AMI teacher development fund be moved into a new line item to support teacher attendance at the Montessori Congress Meeting in Portland, OR in lieu of the planned AMI conference. Tuition is approximately \$475.00 per person for the early bird rate, which expires soon. The funding should be used by May 1<sup>st</sup>, 2013. Motion was seconded by Dayna Weiler and approved without objection.
  - F. PFD Charitable Contributions: Ursula Sfraga (Site Council Member) encouraged SEAFOM to consider signing up for the PFD, Pick, Click and Give Program for next year. She offered to look into this and provide the board with information. Shauna and Catherine noted that this was considered several years ago, but the required, independent audit was too costly to justify potential donations. However, Ursula was encouraged to review the program, as requirements may have changed.
5. **Contracts for the school year:** Contracts completed for music, Spanish, and art instruction. Checks were distributed to the Artists in the School. Bruce Botelho (with assistance from Lupita Alvarez) is teaching folk dance to the Montessori Borealis students for free. No contract is necessary leaving a remainder of \$500 in the budget. The allocated dance contractor fee for dance will be utilized to pay for a sound system needed for class. Chris will ask Rick to forward the information to Shauna ASAP so she can purchase the desired system.

6. **Classroom Materials:** \$5000 is still left in this year's budget to order materials. Mary Jane and Annabel have been working on the prioritized list of materials to be purchased ASAP. All supplies have been received from last year's order except for tone bar stands.

7. **Montessori Borealis Site Council:**

- A. Report from liaison, Lynette McNutt: Cory has not been able to attend SEAFOM meetings, and Lynette has been helping as liaison for facility issues, so Catherine asked that she officially serve as liaison from Site Council to SEAFOM. Lynette reported that the District Technology grant purchased 40 laptops and they should be fully functional by the end of the week. ipads are up and running in the AMP program. Six new teacher laptops were also purchased. Money is still left over for printers, and other miscellaneous technology items.
- B. Other Site Council Updates: Thea Howard reported that Yaakoosg'e and MB held a joint Site Council meeting recently. Stephanie Allison has been appointed to the School Board Budgeting Committee. Site Council goals have included building relationships with Yaakoosg'e and SEAFOM. The Site Council has also been working on program expansion and the building's renovation needs. Catherine encouraged Site Council members to join SEAFOM as individual members.
- C. School District Budgeting Presentation: Ursula Sfraga (Site Council member) recommending that Stephanie Allison present her budgeting presentation to the AMP students and possibly to MB parents.
- D. Montessori Borealis Website: Ursula has been working hard to develop an updated MB website as well as updating the school district's website for easier access to program information. She is looking for new information to post and welcomes updated photos or events to display. She is coordinating efforts with Lupita for links to the SEAFOM website that is in the development stage. Ursula's MB email: mbp.webmaster@juneauschools.org
- E. Discussion of the Innisbrook Fundraising project (Catherine Fritz): Earnings are received by SEAFOM but that this money is available at any time for program or classroom needs. \$4500 was earned from this year's event. SEAFOM asks that the use of funds be coordinated through the teachers and that requests come through the teachers so there is one voice.
- F. AMP enrollment needs: Lynette was able to get mailing addresses for 6<sup>th</sup> and 7<sup>th</sup> graders to send postcards last year. After discussion about timelines for advertisement, it was agreed that the Site Council would try to get info out earlier this year – like March 2013. \$2000 has been allocated from SEAFOM to the Site Council to work on this project. The SEAFOM funds can be used for open house expenses (eg refreshments) or other costs to recruit students and inform the public about available openings.
- G. Lottery Discussion: Chris reported that teachers have been meeting with Superintendent Glenn Gelbrich about the lottery. Thea Howard is also planning to meet with Glenn Gelbrich to prevent the last minute changes to optional programs and to help simplify the process.

8. **Website Development Update:** Lupita is working on rebuilding the SEAFOM website (Juneaumontessori.org) that has not been updated for a very long time. Lupita suggesting we have a simple SEAFOM website that can highlight our purpose, receive donations, post minutes, and have scholarship applications available. This site can link both the MB public school site and the Juneau Montessori School in Douglas. Lupita proposing that we use Webyly which is inexpensive (\$150/year) and user friendly. A new URL would need to be purchased. Lupita will present a contract and give this to Shauna. Generic (no faces) photos will be taken to place on the website. The Board agreed with this direction and thanked Lupita for working on this.

9. **Expansion Update:** Chris Trostel updated the SEAFOM Board. Meetings were held in December with Glenn Gelbrich, Barbara Thurston as a school board representative, and teachers. The District is interested in increasing enrollment at MB to at least 175 students so it can be funded as an independent school. It would include a preschool (ages 3 through 5 – kindergarten). Headstart officials are very excited about this possibility, but also want to grow a valley location, so it may

take some time. We are looking at a 3-5 year expansion which means 40 more children (K-7/8<sup>th</sup> grade). The long-term expansion would include preschool, kindergarten, one additional younger elementary classroom, and one additional older elementary classroom. Expansion would benefit the entire program, the community and increase our diversity. Data has been presented to Glenn on what kind of teacher and when new teachers will be added. Basically, one additional teacher per year for three years. Glenn proposing that SEAFOM “partner” with the district in providing teacher training. Catherine recommending a written letter from the Site Council and SEAFOM to thank Glenn Gelbrich for the work done so far and to reiterate SEAFOM’s commitment to support Montessori Education in Juneau.

**10. Drake Planning update:** Planning funding approved by the school board. The consultant will be hired soon, which will lead into planning and conceptual design. The MB facility plan will include the Request for Proposal (RFP), which will be used to select a consultant. Catherine is working with Principal Sarah Marino to develop a similar facility plan for Yaakoosg’e so that both programs will offer good information in the RFP.

**11. Funding Requests for next year:** Deadline for funding requests for the new budget (June 1, 2013-May 31, 2014) is April 1, 2013. Stephanie Kohlhase will also make a request to the membership for feedback on how SEAFOM should spend their funding via email. The Board is open to membership opinions that are presented and considered by the for SEAFOM board for approval.

**Future Meetings:** Tuesday, April 9<sup>th</sup>, 2013 (Budget Meeting), 500pm in AMP Classroom  
Tuesday, June 11<sup>th</sup>, 2013 (Annual Meeting), 5:00pm Location Pending